A coordinated effort between Rick Campbell at the Stark County Recorder's Office and Kim R. Perez at the Auditor's Office has been accomplished to better integrate the county's data and improve the service provided to the citizens of Stark County. The *DTS Ohio Remote Filing Client* application has been set up to accomplish some essential tasks. These tasks will allow attorneys, title companies and banks herein referred to as customers the use of the Remote Filing software to route remotely filed documents to the County's Tax Map Division and the Auditor's Conveyance Division before being processed by the Recorder's office all with the single click of posting a transaction.

Enclosed in this manual you will find:

- DTS Remote Filing Client Requirements
- DTS Remote Filing Compliant Client Scanners
- Overview and instructions for the Remote Filing System
- Agency Account Agreement

# DTS Remote Filing Client Requirements

**Operating Systems:**

The DTS Remote Filing Client currently works under these operating systems:

Windows 98
WinNT
Windows 2000
XP

Although the Remote Filing Client will work on all of those listed we strongly recommend using these:

WinNT
Windows 2000
XP

**Hard Drive Space:**

The Remote Filing Client requires that you have at least 200MB of space available.

**Internet Connection:**

The Remote Filing Client requires that you have a broadband connection or its equivalent. It also must have access to the Internet via Port 80.

**Scanners:**

The Remote Filing Client requires that you have a TWAIN compliant scanner. If this is not possible you can still use a different scanner and import scanned images into the Remote Filing Client. These imported images **MUST** be Black & White, 200-300 DPI, Group 4 Fax Compression, and in TIF format. The Remote Filing Client will not accept the imported image if it does not conform to this.

*NOTE: Not all scanners are TWAIN compliant even if they say they are. Please ask for the DTS Scan Test to see if your scanner will work with the Remote Filing Client or for the list of already tested compliant scanners.

# Compliant RF Client Scanners

**Objective:**

A list of tested scanners that were found to be compatible with the RF Client. This list will be updated with compliant scanners as they are found. It does not mean other scanners will not work, only that we have tested these scanners.

**Tested Scanners:**

**Fujitsu**

| | |
|---|---|
| FI-4010cu | |
| 15C | Will not be able to use Buffered Transfer Mode |
| 4099 | |
| Fi-4120c | |
| Scan Partner 620c | |

**Brother**

| | |
|---|---|
| DCP-8025D | This was tested via Network and Direct Connect |
| MFC8500 | |
| MFC9700 | |

**HP**

OfficeJet d155xi
OfficeJet v40xi
ScanJet 8250
5550c

**Ricoh**

Aficio 2045s/p

**Toshiba**

DP85F

**Visioneer**

9450

**Notes:**

The preferred method of scanning documents is the Native Transfer Mode. Use this method if possible. More than likely if this method does not work, Buffered Transfer Mode will not work either. In this case, the user will have to import the images.

**Troubleshooting:**

Most problems found using these scanners will derive from improper installation of the device or outdated drivers. Make sure the scanner was properly installed and has the latest drivers. Any problems with the scanner should be reported to the manufacture.

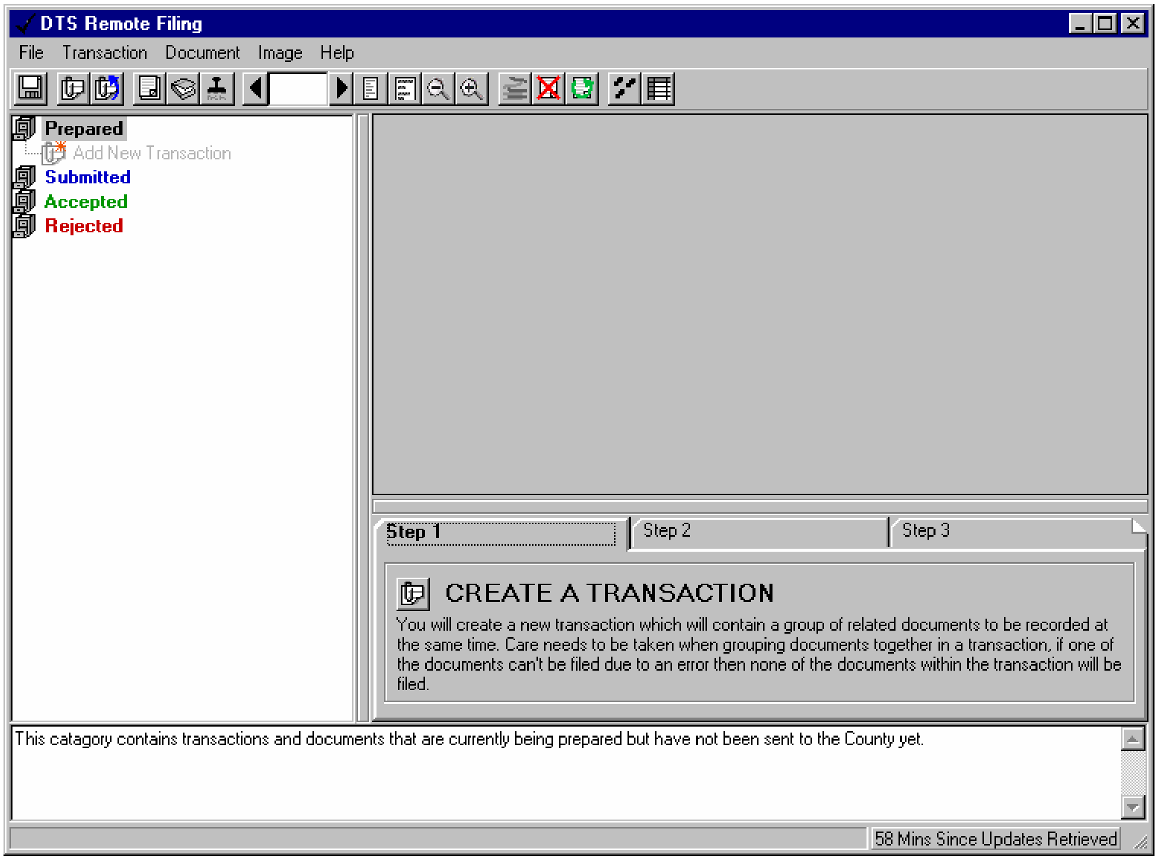
Scanners not appearing on this list may still work with that application. These should be tested using the DTSScanTest.

**Printers**

Printers must be able to handle letter sized paper.

## Overview of the System

The *Remote Filing Module* is a remote, electronic filing system enabling the customer the convenience of filing documents remotely via an Internet connection. The Remote Filing Module collects filing information such as index names or legal descriptions.



## Launching Remote Filing

1. Click on the **Start** button at the lower left corner of your screen.
2. Move the cursor over the **Programs** selection and wait until the Programs *Fly-Out Menu* appears.
3. Select **DTS Remote Filing** from the *Fly-Out Menu* by doing one of the following:
   - ***Left-Click*** on the selection OR
   - Once the selection is highlighted, press ***Enter***

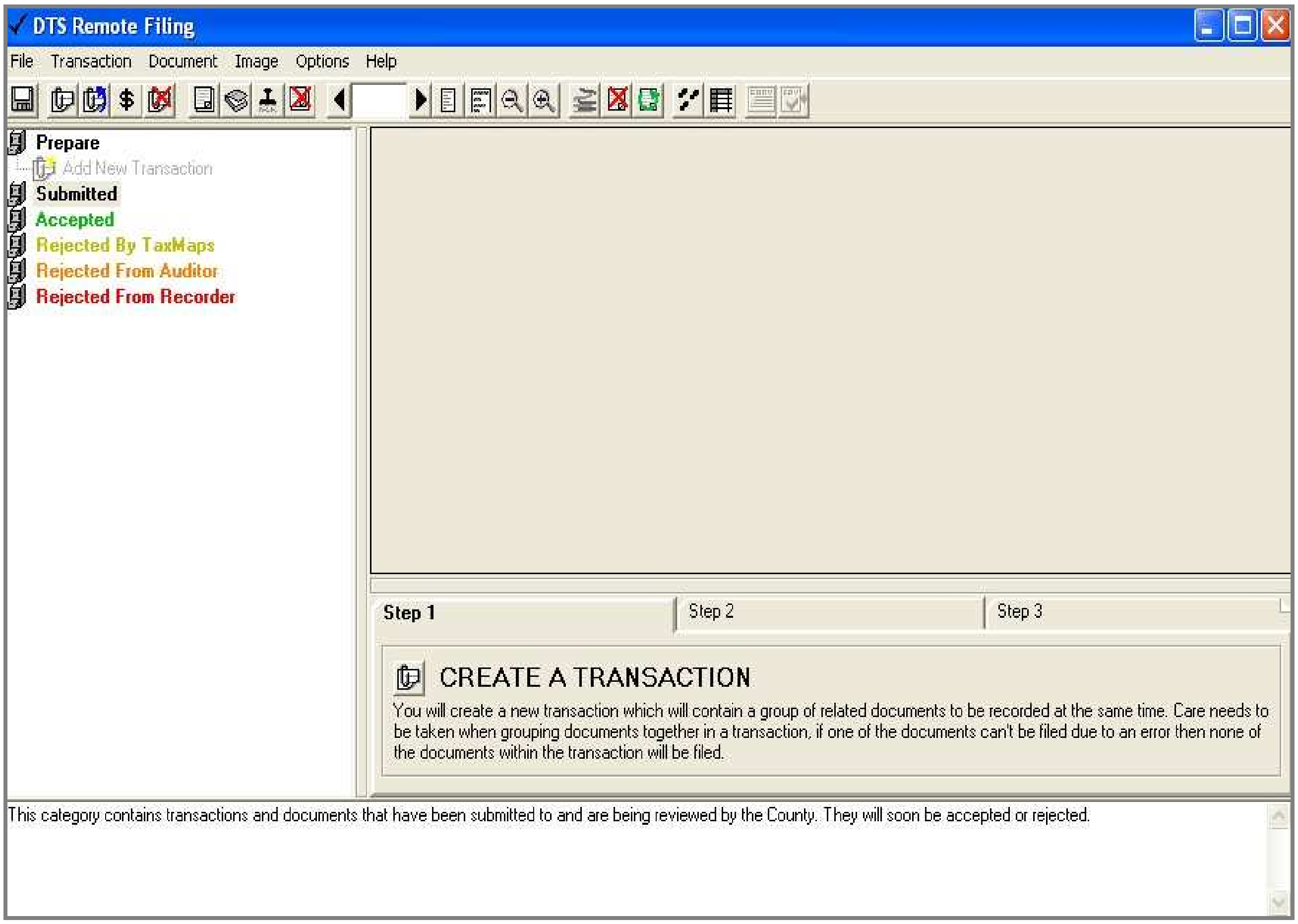
## Logging In

The following Logon Screen will appear after you have selected **Remote Filing** from your desktop.


1. Type your "***Name"*** in the *Name field*.
2. Type your "***Password"*** in the *Password field*. (The password is case-sensitive)
3. Enter the "*Server*" Path and click on ***OK.***

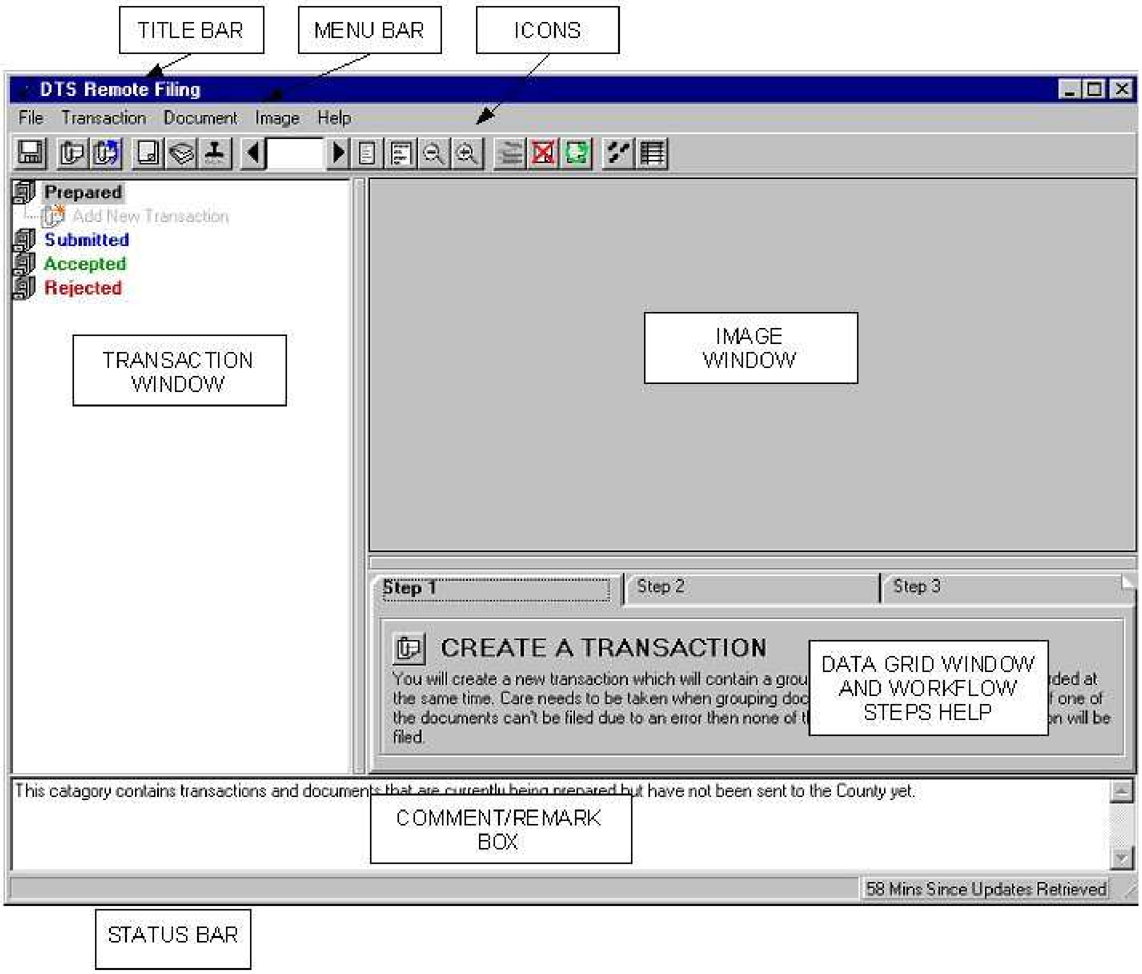
- The Recorder's Office will set the usernames and passwords.
- Passwords must be at least 6 characters long but not more than 10.
- Passwords are any combination of letters or numbers (i.e., alphanumeric).
- Passwords are case-sensitive. You must know if or what is keyed in as upper or lower case.

➢ You should now be looking at the following screen:



## Understanding the System Environment

Once you have successfully logged in, the following *Main Window* will appear. The *Remote Filing Module* provides an easy to use point and click interface via the Quick Icons and Five Menus. This is the Main Window from which the *Remote Filing Module* operates.



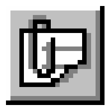

The *Drop-Down Menu*: These are located in a row just below the *Main Window Title*. Clicking on a *Drop-Down Menu* will reveal a list of possible commands to select. If a command name is shown in a light gray color, that command is not available.

# Creating a New Transaction

**To begin recording:**

In order to create a new transaction, you may select between one of the three options.

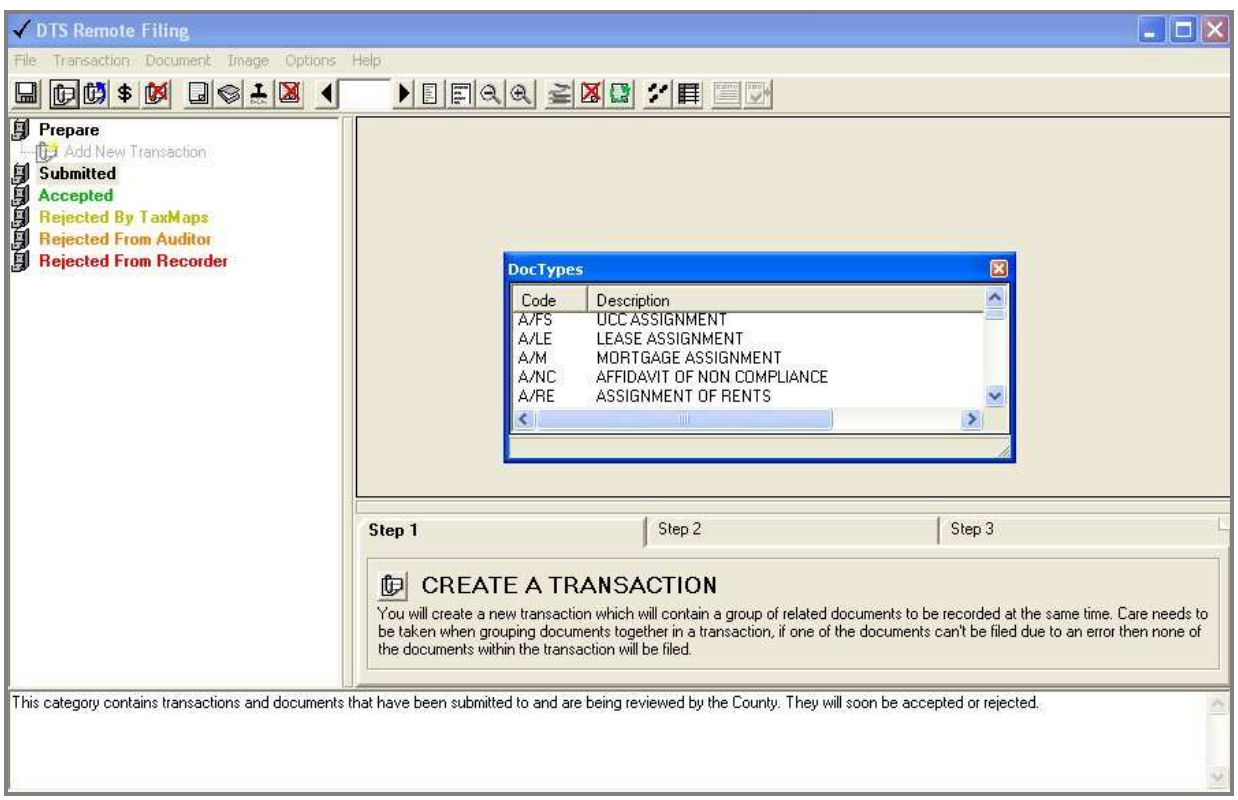
- Select the **New Transaction** from the *Transaction Menu*.
- Click on the **New Transaction Icon**.



- Click on **Add New Transaction** under the Prepared Transactions in the *Transaction Window*.

➢ **The following screen will come up:**

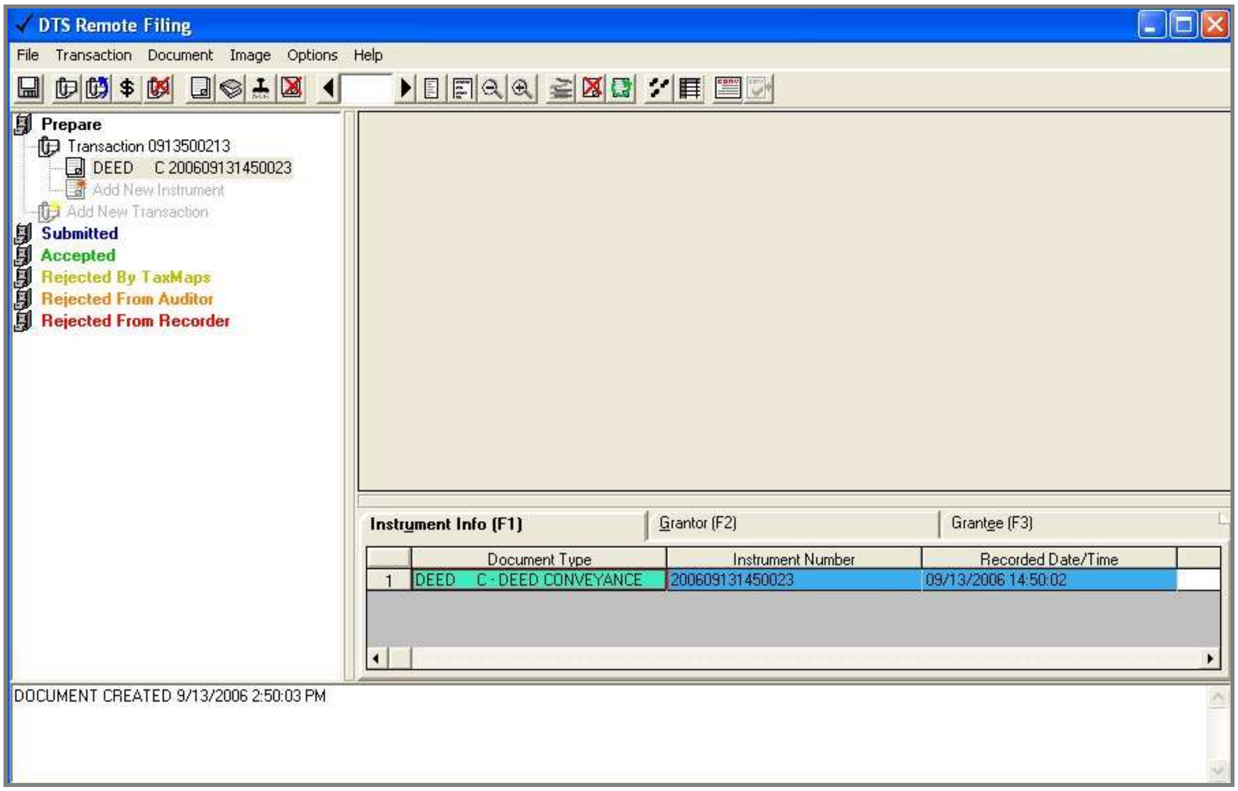
Doc Types Window




The box will contain the document types accepted by your local office.

Double-Click on the desired Doc Type.  The new document will now appear under the selected Transaction along with the data grid.

**Note:** When e-filing any document that must go through the Tax Maps (Engineers) and Conveyance departments you must enter the grantor and grantee information.




**You are now ready to Scan the Document.**

1. Place your document in the scanner and select **Scan Document** from the *Document* menu or click on the **Scan** Icon.  **Note:** The documents must be scanned in at 200 or 300 dpi in black and white only.

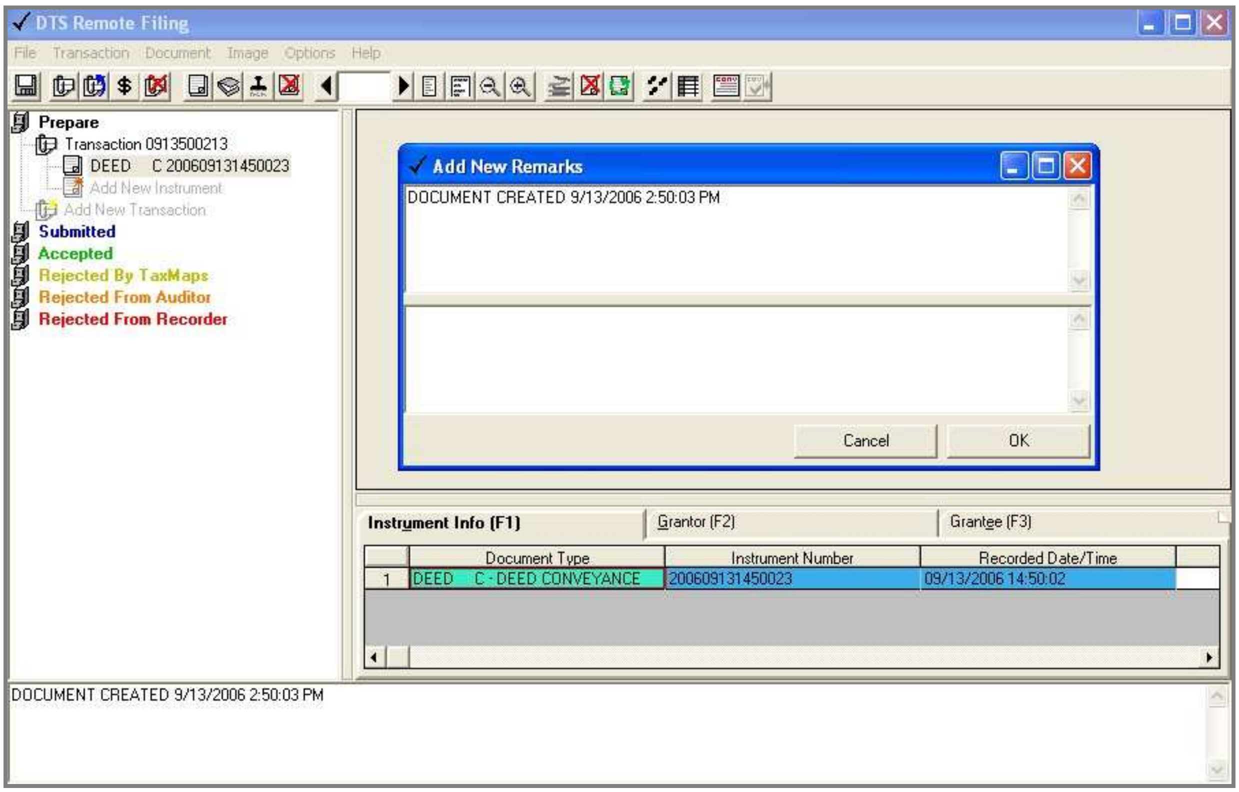
   - If you do not have a scanner attached to your pc, you will be given the option to Import a Document Image.

2. In either case, the image should now appear in the *Image Window*.

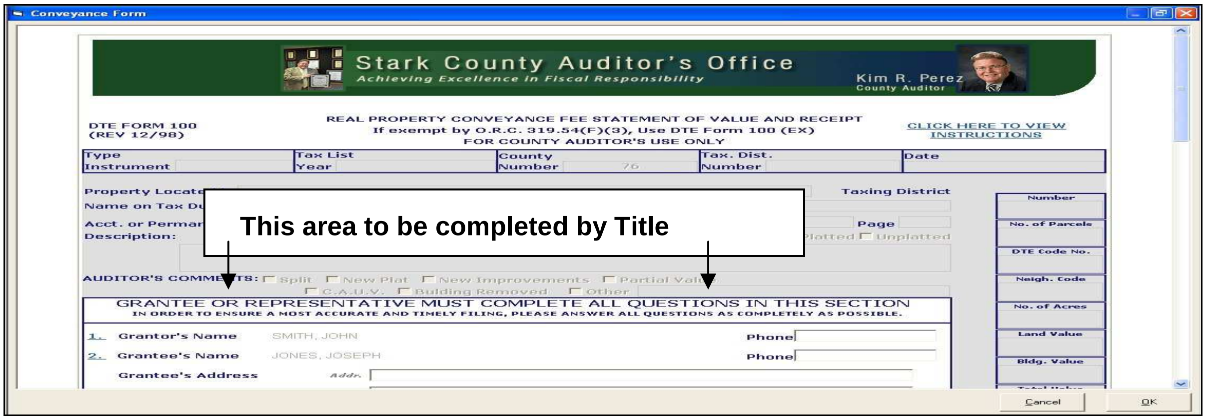
### Adding a Remark

➢ **You can add a Remark to either a Transaction or Document, to be viewed by the person Recording your transaction.**

1. Click on the document you wish to add a Remark for. You can then either Select **Update Remarks** from the *Document Menu* or double-click on the **Comment Window** at the bottom of the screen.
2. Enter the desired remarks and press OK. These remarks will be viewed by the local recorder.



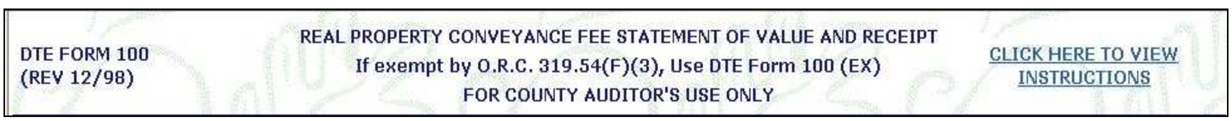

- At this point, if necessary, click on the Conveyance Form Button (located next to the last item on the tool bar) 
- The following screen will appear:



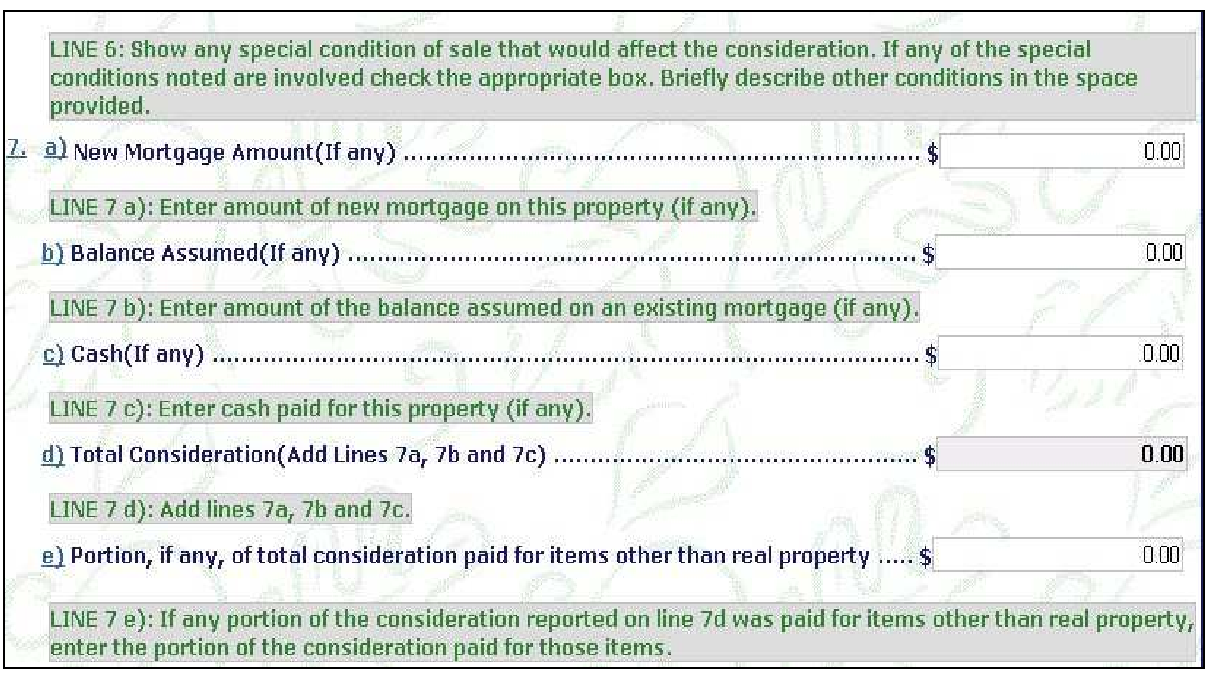

Complete the Conveyance Form by entering the information for each question in the white section. The grey area is locked and will be completed by the Auditor's staff when they receive the form electronically.

In the top right corner of the form, you will see a link that says:

**<u>Click Here To View Instructions</u>**




When the form loads, the default is to not display the instructions for each section of the form. If you click on the instructions link, you will see that a brief description of instructions appear in a grey box just below each question to inform you as to what information should be entered in the field. Here is an example of what you would see:



To remove the detailed instructions, simply click on the link in the top right corner of the form that now says **Click Here To Hide Instructions**

DTE FORM 100
(REV 12/98)

REAL PROPERTY CONVEYANCE FEE STATEMENT OF VALUE AND RECEIPT
If exempt by O.R.C. 319.54(F)(3), Use DTE Form 100 (EX)
FOR COUNTY AUDITOR'S USE ONLY

CLICK HERE TO HIDE INSTRUCTIONS

Another simple way to view instructions for one item at a time is to click on the underlined number/letter of the item in question. See example below:

7. a) New Mortgage Amount(If any) ............ $ 0.00
b) Balance Assumed(If any) ............ $ 0.00
c) Cash(If any) ............ $ 0.00
d) Total Consideration(Add Lines 7a, 7b and 7c) ............ $ 0.00
e) Portion, if any, of total consideration paid for items other than real property ..... $ 0.00
f) Consideration for real property on which fee is to be paid(7d minus 7e) ............ $ 0.00
g) Name of Mortgagee
h) Type of Mortgage ☐ Conv ☐ FHA ☐ VA ☐ Other:
i) If gift, in whole or part, estimated market value of the real property ............ $ 0.00

Lets review instructions for item 7 a.). Take the mouse and left click on the **a.)** and you will see the following:

7. a) New Mortgage Amount(If any) ............ $ 0.00
LINE 7 a): Enter amount of new mortgage on this property (if any).

The instruction box pops up. To remove the instructions, take the mouse and left click on the grey box.

7. a) New Mortgage Amount(If any) ............ $ 0.00

After you have answered all the questions on the Conveyance Form, click on the **OK** button located on the bottom right corner of the screen.


Once you have clicked on the **OK** button, you will be returned to the Remote Filing Client screen. At this point you could add another document to the Transaction by selecting Add New Instrument.

## Posting a Transaction.

1. Select the transaction you wish to post and click on either **Post Transaction** from the *Transaction Menu* or the Post Transaction Icon. 
2. The transaction will now appear under the *Submitted Menu*.

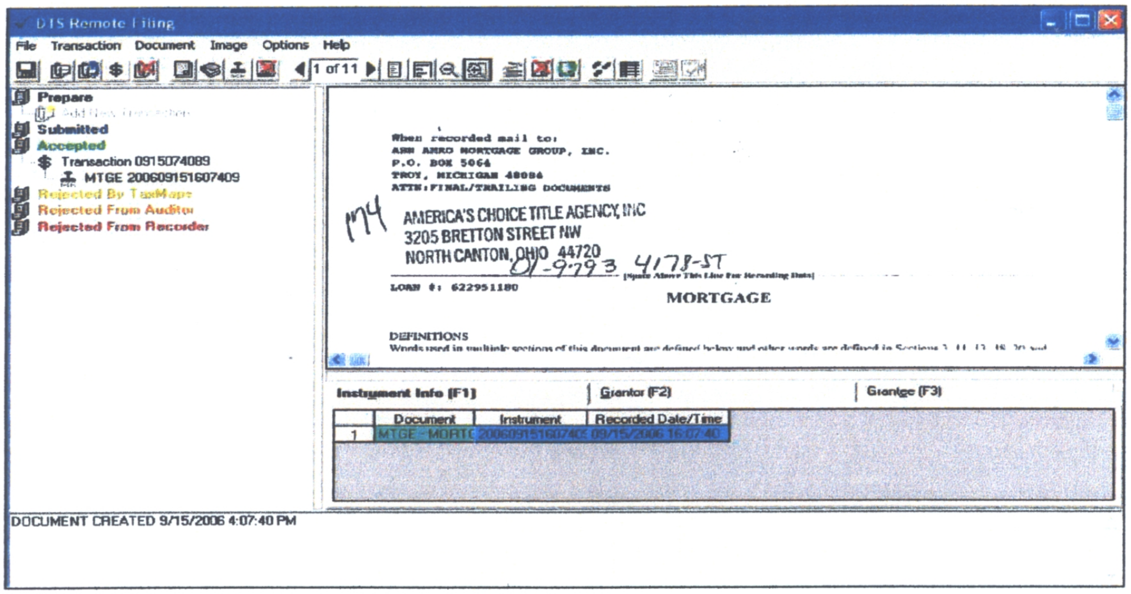
The Conveyance Form, document image, and data are electronically routed to the Tax Map staff, then to the Conveyance staff, and finally the Recorder's staff. If you are not recording a conveyed document, it is simply routed to the recorder's office. **NOTE: Conveyance Fees and Recorder Fees will be debited from the Escrow account you have set up at the Recorder's office. Be sure you have enough funds in your account to cover both Conveyance and Recorder fees.**

## Retrieving Updates

You can retrieve post updates by either selecting **Retrieve Post Updates** from the *Transaction Menu* or clicking on the **Status Bar** located in the lower right hand corner of your screen.

### ACCEPTED TRANSACTIONS

If the Transaction was accepted, it will now appear under the Accepted Menu as in the following example.



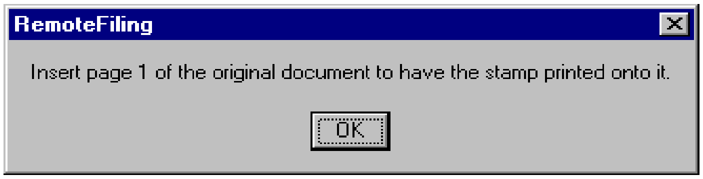

**Notes:**

- The document will have a stamp beside it until the document has been stamped at your site.
- Also the Transaction will have a Dollar ($) sign beside it until the receipt has been printed.
- If there were any comments/remarks added by the recorders office, they will appear in the comments window at the bottom of the screen.

➢ You are now ready to stamp the document.

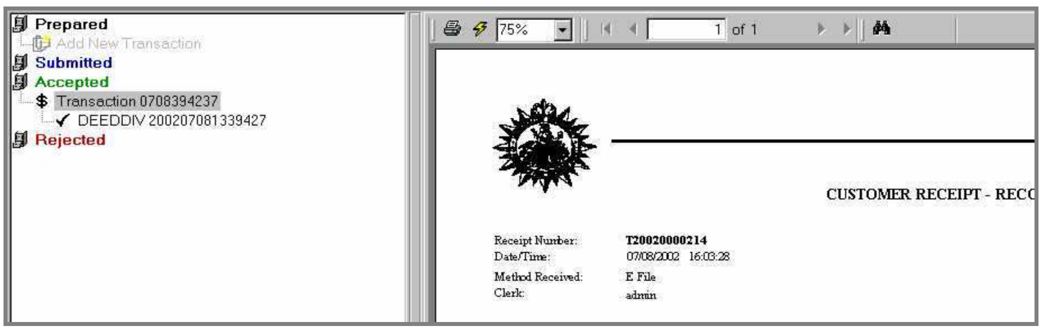
1. Select the document and click on the **Stamp Icon** or select **Print Recording Seal** from the *Document Menu.*

2. The system will print a cover page, which will be part of your document if you are recording a document that is going through the Transfer Office. (ie. Deeds) When the system asks you to insert the original document in order to print the stamp on it, this will be for all documents that have not gone through the Auditor's Transfer Office. (ie. Mortgages) See the example below.



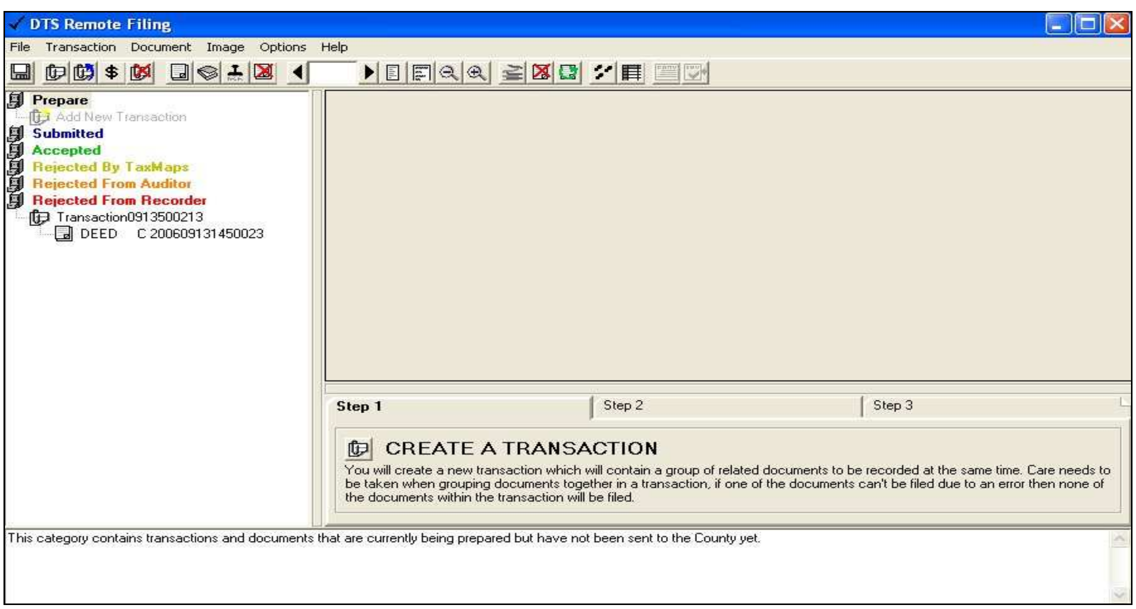

3. Simply insert the original document into your default printer and press **OK**. The document will now have a checkmark ✓ beside it indicating it has been stamped.

4. After all the documents within a transaction have been stamped, you are ready to print the transaction receipt. By simply selecting the transaction, the receipt will appear in the *Image Window*. See example below:



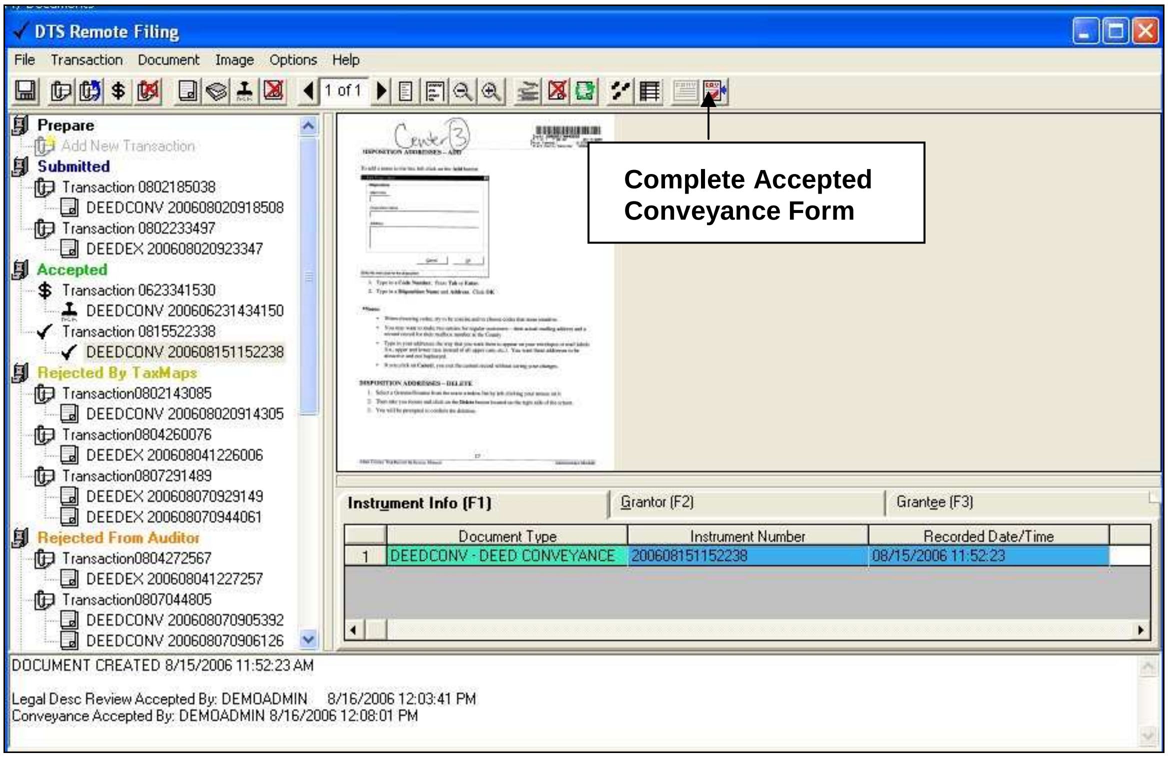

If any of the offices reject the document, you will be notified through your Remote filing Client software. Look at the screen below and notice the headings:

**Rejected By Tax Maps, Rejected From Auditor,** and **Rejected From Recorder**

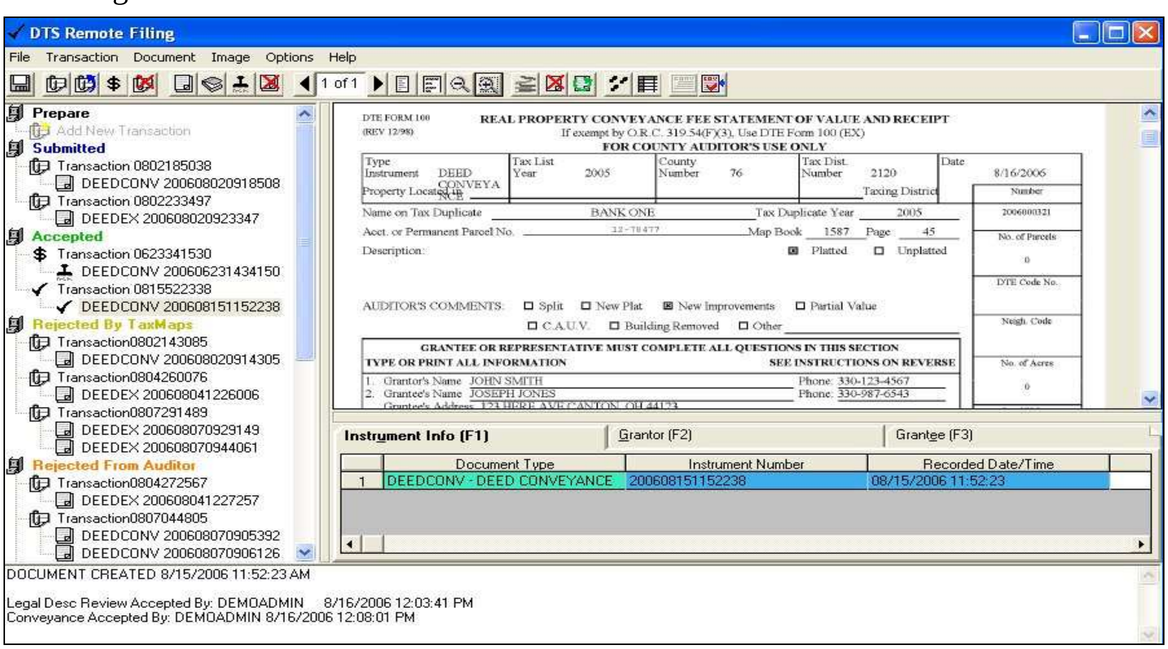



You can view the reason for rejection in the Rejection Reason/Comment section. Make your corrections and post the transaction again.

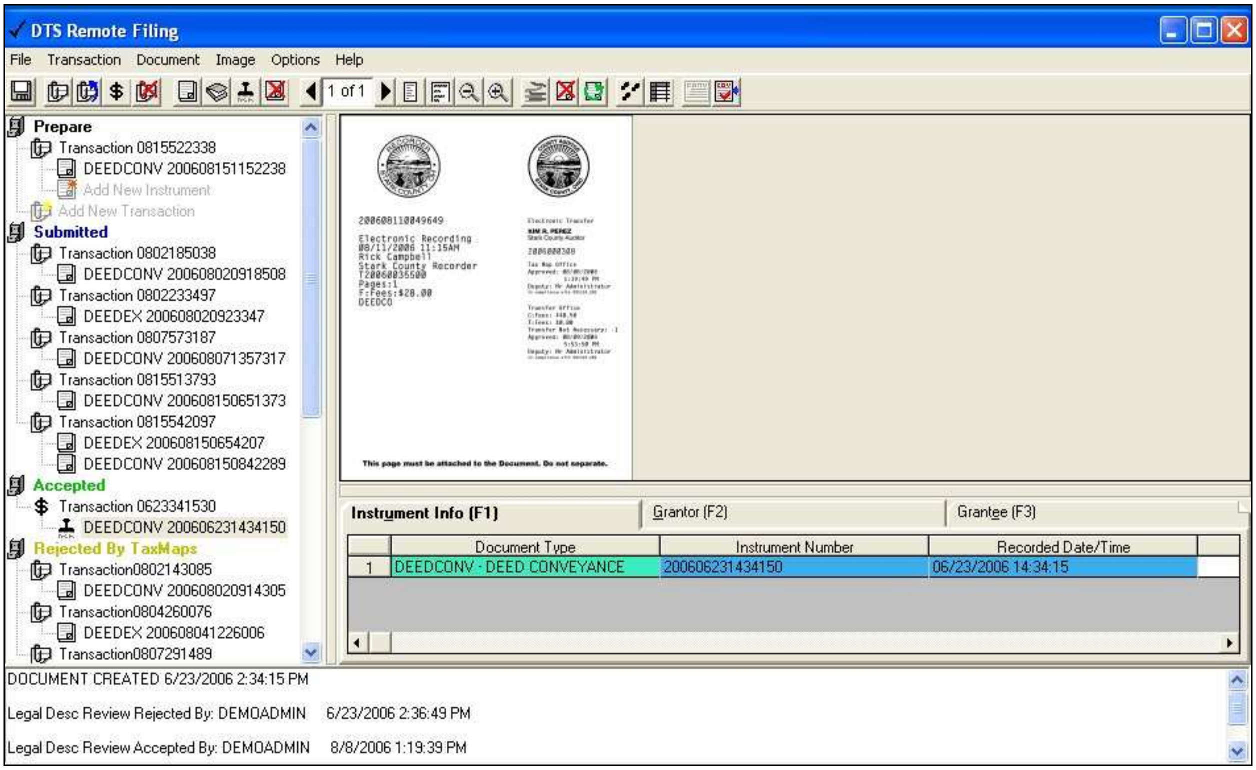
After the document is accepted through every office, you will print out the Conveyance Form, the stamp for the Conveyance document(s) will be a cover page you print out, and print the receipt showing the total fees collected.



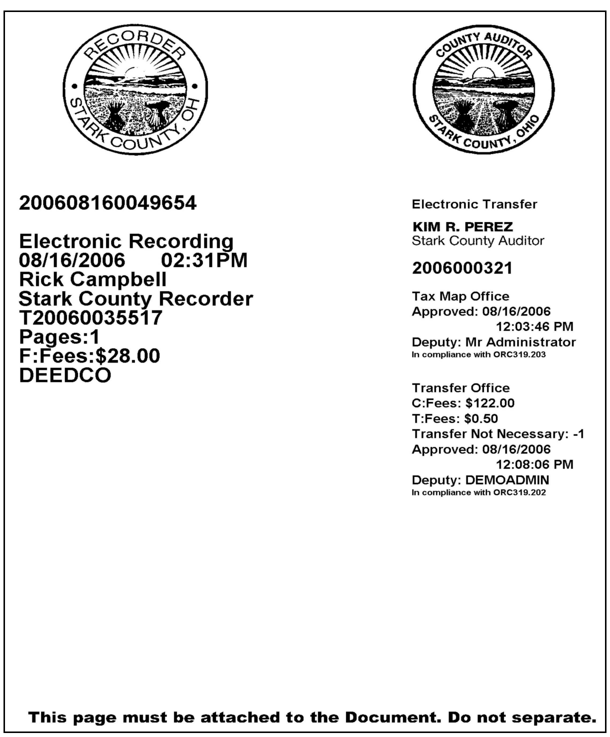

Select the **Accepted** Deed Conveyance document you want to view. Now view and print the Conveyance Form by clicking on the last icon on the toolbar:  You will see the following:



Print the Stamp Cover Page by clicking on the stamp icon: You will see the following:




This cover page will have both the Recorder's and Auditor's electronic approval stamp.


RECORDER STARK COUNTY, OH

COUNTY AUDITOR STARK COUNTY, OHIO

**200608160049654**

**Electronic Recording**
**08/16/2006 02:31PM**
**Rick Campbell**
**Stark County Recorder**
**T20060035517**
**Pages:1**
**F:Fees:$28.00**
**DEEDCO**

Electronic Transfer
**KIM R. PEREZ**
Stark County Auditor
**2006000321**
Tax Map Office
Approved: 08/16/2006
12:03:46 PM
Deputy: Mr Administrator
In compliance with ORC319.203

Transfer Office
C:Fees: $122.00
T:Fees: $0.50
Transfer Not Necessary: -1
Approved: 08/16/2006
12:08:06 PM
Deputy: DEMOADMIN
In compliance with ORC319.202

**This page must be attached to the Document. Do not separate.**

Print your receipt for the transaction as you have in the past. You will see the total fees collected for both the Recorder's office and the Auditor's office.

**Rick Campbell**
**Stark County Recorder**

**Kim R. Perez**
**Stark County Auditor**

**CUSTOMER RECEIPT - REMOTE FILING RECORDING SERVICES**

Receipt Number: **T20060035540** Customer Name : SHIRT N PANTS
Date/Time: 08/30/2006 15:35:48
Method Received: R File
Clerk: Admin

**Transaction Detail**

| Instrument Number | Instrument Type | # Pgs | Base Fee | Housing Trust Fund | Transfer Fee | Conveyance Fee | Total Copy Fee | Disposition | Subtotal |
|---|---|---|---|---|---|---|---|---|---|
| 200608300049666 | DEED CONVEYANCE | 1 | $14.00 | $14.00 | $0.00 | $0.00 | $0.00 | NO DISPOSITION | $28.00 |

**Grantor Name:** SMITHER, JOHN **Grantee Name:** SMITH, TOM

**AMOUNT DUE: $28.00**

**Payment Information**

| Method of Payment | Payment Control ID | Authorized Agent | Company | Amount |
|---|---|---|---|---|
| Escrow | 00283 | rwiggum | | 28.00 |

Account Balance: $ 18,507.50

| | |
|---|---|
| **AMOUNT PAID To County:** | **$28.00** |
| LESS AMOUNT DUE To County: | $28.00 |
| **CHANGE RECEIVED:** | **$0.00** |

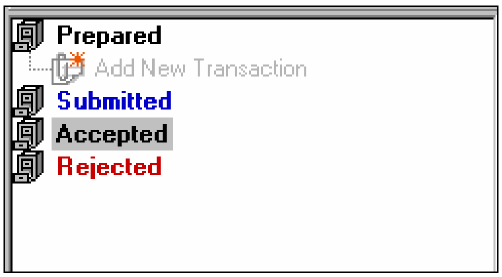
9/14/2006 9:54AM **Stark County Office Bldg.*110 Central Plaza S.*Canton, Ohio 44702*(330)451-7443** Page 1 of 1

## Deleting Transactions

When you receive an Accepted Transaction, the documents within that transaction along with their images and indexes are being recorded at the local recording office and can now be removed from this system.

1. Simply click on the transaction and select **Delete Transaction** from the *Transaction Menu*. You will be asked to confirm the delete as in the below example.


- Click on **Yes** and the Transaction is removed from the *Transaction Window*.




The Recorder's Office and Auditor's Office are continuously working to improve their customer service provided to the Stark County citizens. The goal is to provide convenience for their customers to remotely file Conveyance documents.

# AGENCY ACCOUNT AGREEMENT

Stark County Recorder - Stark County Auditor

This agreement by and between the County Recorder of Stark County, Ohio (Recorder) and the County Auditor of Stark County, Ohio (Auditor) (collectively the "Records Officials"); and ______________________ (Account Holder) witnesseth:

**Purpose:** It is the purpose of this agreement to authorize the opening of an agency account in the county treasury upon which the Recording Officials may draw to cover the Account Holder's fees for transferring and recording documents, retrieving copies from the Recorder's image database, or other transactions with the Records Officials for which a fee is required by law. If a corporation or other business organization, Account Holder represents that Account Holder is authorized by law and by its governing by-laws or other organizational rules to enter into this agreement; and that the person executing this agreement is authorized to do so and to bind the organization thereby.

**Initiation of Account:** Upon receipt of a proper application, deposit and executed agreement, the Records Officials will establish an agency account in the name of any person, firm, or corporation or other legally authorized form of business which has within the last one months paid to the Records Officials as fees an aggregate sum of not less than $ 150.00 . The account shall be funded when it is opened with a minimum deposit with the Recorder's office of $ 50.00 , for which the Recorder will issue a receipt.

The Records Officials may aggregate the funds of all Account Holders in one fund in the county treasury. Each Account Holder may request and receive weekly (or more often, if the Recorder deems it advisable) a transaction statement showing all amounts deposited, drawn, and the balance remaining together with such other information as the Records Officials deem necessary to keep. The Account Holder hereby acknowledges that such reports are a public record subject to the law of Ohio.

**Agency:** The Account Holder hereby appoints the Records Officials as its agent for the sole purpose of transferring funds of the Account Holder from the agency account to the appropriate receipt account(s) of the Records Officials as may be designated by law. Such transfer is intended, and as between the Account Holder and the Records Officials is so deemed, to constitute tender of payment of fees upon presentation of instruments for transfer or record.

**Use of Account:** When an agency account has been established, the account holder may use the account by presenting to the Records Officials any transaction for which a fee is required. Upon presentation of the transaction, the Records Officials' office staff will ascertain whether sufficient funds are in the agency account to cover the fees required for the transaction. If funds are found to be sufficient, the transaction will be processed and the agency account will be debited by the Recorder or Auditor, as applicable, for the whole amount of the transaction. If there are not sufficient funds, the Recorder or Auditor, as applicable, will debit the remaining balance of the agency account and require payment of the remaining balance of the fees as specified by law before completing the transaction. No agency account will be permitted to incur a negative balance. The Account Holder is cautioned to be aware of the balance in his (or her or its) own account. The Account Holder shall be responsible to replenish funds by depositing them with the Recorder. The Recorder will give a receipt for such deposits. No cash withdrawals will be permitted from an agency account. Agency accounts shall be used for Records Officials' official business only.

**Interest:** The agency account will not bear interest.

**Operations:** The Recorder will use his best efforts to post deposits within ______________ for use by the Account Holder. Any posting errors may be corrected by the Recorder in any manner as he, in his sole discretion, shall determine. The Recorder may establish a reasonable time within which to hold funds prior to use by the Account Holder. The Account Holder agrees that the Recorder may establish a reasonable charge for returned checks which the Account Holders hereby agrees to pay. The Account Holder further agrees (as a non-exclusive remedy) that its agency account may be debited for any charge for returned checks.

**Limitation of Liability; Waiver; Indemnification:** Any liability of the Recorder, the Auditor, the Stark County Treasurer, or the Board of Stark County Commissioners for loss of the Account Holder's funds shall be limited to, and the Account Holder agrees that its sole remedy hereunder shall be limited to, the recovery of the Account Holder's funds proved to be lost. The Account Holder expressly waives any and all claims for consequential damages due to loss of the Account Holder's funds against the Recorder, the Auditor, the Stark County Treasurer, and the Board of Stark County Commissioners whether for negligence, misfeasance or nonfeasance of duty in office, or any other cause of action arising out of the conduct of the Records Officials or county agencies or personnel with respect to the agency-account funds of the Account Holder, except for intentional misconduct. It is expressly understood that this agreement is strictly for the convenience and benefit of the Account Holder. No third party shall be entitled to rely upon the existence of this agreement or the application of any funds deposited hereunder to his benefit or look to the Recorder, the Auditor, the Stark County Treasurer, or the Board of Stark County Commissioners for recovery of any claim by virtue of or relating to this agreement. The Account Holder shall further indemnify the Recorder, the Auditor, the Stark County Treasurer, and/or the Board of Stark County Commissioners for any claim of any third party to any funds deposited hereunder, or their application in favor of any third party.

The Account Holder agrees that any legal action brought on this agreement shall be venued exclusively in Stark County, Ohio; and that this agreement shall be interpreted exclusively under the law of Ohio.

**Closure of Account:** The Recorder reserves the right, upon immediate written notice, to close any agency account (a) which is unfunded for more than 30 days; or (b) the use of which, as determined in the sole discretion of the Recorder, is abused by the Account Holder; or (c) for any other reason as may be determined in the sole discretion of the Recorder. Any account in good standing may be closed by the Account Holder upon written request of the authorized person, firm, or corporation or other legally authorized form of business. Payment of any remaining closed-account balance will be made by auditor's warrant to the person or entity whose name appears on the account record. Payment will be delivered to the Account Holder within the ordinary course of county business.

**I have read and understand the foregoing agency account agreement. My signature hereon together with the completed application to establish an agency account and the accompanying deposit constitute my agreement with the Records Officials to open and maintain such account and abide by the terms of said agreement.**

Account Holder

Date: ____________

Name (if individual): ______________________
(Type or print)

Address: ______________

______________________

Name (if business): ______________________
(Type or print)

By (if business): ______________________
(Name and Title)

______________________

Phone:

Signature: ______________________
(Sign)

______________________

Stark County Recorder

Date: ____________

By: ______________________

Stark County Auditor

Date: ____________

By: ______________________